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Pls file

9 May 1960

"Xerox Copier"
Lee

MEMORANDUM FOR: Chief, Document Division
Chief, Control Branch *JRP.*

SUBJECT : Haloid 914, Xerox Copier

1. One Haloid 914 Xerox Copier was delivered to PS/CB/DD on 13 April 1960. A separate cable and fuse box for the 914 was wired in on 18 April 1960. On the 19th and 20th of April the machine was installed by representatives of the Haloid Company.

2. Service calls since installation:

April 21	6
April 25 (a.m.)	2
April 25 (p.m.)	2
April 26	3 $\frac{1}{2}$
April 28	3
May 3	2
May 5	2
Total hours down time	20 $\frac{1}{2}$

3. In the first 12 days of operation the 914 had approximately 2 $\frac{1}{2}$ days of down time. The down time was caused by one or more of the following:

- A. Improper paper loading
- B. Paper jams
- C. Improper functioning of on and off circuits
- D. Mispuffing
- E. Improper feeding of toner
- F. Voltage not reaching the machine

It should be noted that the service department of the Haloid Company has been very prompt in answering requests for service.

4. Due to the complexity and expense of the machine, two key operators have been assigned to operate and maintain it. They are charged with the logging of all requests for reproduction and the periodic basic maintenance necessary. Maintenance could be any one or all of the following:

- A. Clearing of paper jams
- B. Clearing of a mispuff
- C. Cleaning of the drum
- D. Cleaning of the drum brush
- E. Replacing of the filter bag
- F. Replacing of the toner powder

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5. The two key operators have received a 2 hour lecture covering both operation and maintenance from the Haloid Company. Two other individuals will be exposed to this lecture in the near future. Since receiving the operating instructions the paper jams and misspuffing, which were causing the greatest problems, have occurred much less frequently.

6. In view of the possibilities of a fire within the machine, all individuals have been explained the use of the CO₂ fire extinguisher and the location of the nearest fire alarm.

7. There does not seem to be a security problem concerning the image left on the drum since the drum brush cleans all of the image from the drum after each copy is made.

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Chief, Processing Section

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